

# **STUDENTS' RIGHTS AND RESPONSIBILITIES POLICY**

## **2010-2011**

Greenwood School District 50  
Greenwood, South Carolina

*PARENTS ARE REQUIRED TO SIGN THE STATEMENT ON PAGE 38 OF THIS BOOK VERIFYING THAT THEY HAVE READ AND DISCUSSED THIS STUDENTS' RIGHTS AND RESPONSIBILITIES POLICY WITH THEIR CHILD. PARENTS MUST ALSO SIGN THE INTERNET ACCEPTABLE USE CERTIFICATION FORM ON PAGE 39 OF THIS BOOK.*

### **STANDARDS OF STUDENT CONDUCT IN GREENWOOD SCHOOL DISTRICT 50**

#### **PHILOSOPHY**

The Board of Trustees of Greenwood School District 50 believes that it is the responsibility of students, parents, and educational personnel to see that students attend school and conduct themselves in an appropriate manner while at school.

The Board of Trustees believes that appropriate student behavior is important to the entire educational process. Without it, teachers will not be able to teach and students will not be able to learn. All students are expected to follow the rules established by the school district and by each school. Failure to follow these rules may result in the loss of the student's right to a public education. This right cannot be abridged except in accordance with the due process of law.

The Board of Trustees may authorize or order the expulsion, suspension, or transfer of any student for the commission of any crime, gross immorality, gross misbehavior, persistent disobedience, or for violation of written rules and regulations established by the Board of Trustees or the State Board of Education. The Board may also authorize or order the expulsion, suspension, or transfer of any student when the presence of the student is detrimental to the best interest of the school.

We endeavor to make every reasonable effort to keep a child within the school's sphere of influence. Once a child is no longer attending school regularly, he/she is lost from the one agency in the community that is responsible for his/her education.

This document is provided to inform students, their parents, and district personnel of the students' rights and responsibilities. Each school may also give students a handbook informing them of other expectations imposed by that school, but not in conflict with Board policy or state and federal laws.

## **AUTHORITY OF THE BOARD OF TRUSTEES \***

The Board of Trustees may authorize or order the expulsion, suspension or transfer of any student for the commission of any crime, gross immorality, gross misbehavior, persistent disobedience, or for violation of written rules and regulations established by the Board of Trustees or the State Board of Education. The Board may also authorize or order the expulsion, suspension or transfer of any student when the presence of the student is detrimental to the best interest of the school.

\*59-63-10 Code of Laws of S.C. 1976

## **SAFE SCHOOLS ACT OF 1990**

The act makes it a criminal offense to distribute a controlled substance while in or on or within a radius of one-half mile of the grounds of a public or private school. The penalty is a fine of \$10,000 or imprisonment for up to ten (10) years or both. The penalty is greater if the substance involved is crack cocaine. The act also increases the penalty for carrying a weapon on school property to a fine of \$1,000 and a prison term of one year. The act provides that it is unlawful for anyone to knowingly and willfully deliver or convey to a public official, teacher or principal any letter, document, etc. which contains a threat of death or bodily harm to that person or to a member of the person's immediate family.

## **LOOK-ALIKE WEAPONS AND DRUGS**

Any toy or model weapon that looks enough like an authentic weapon to be reasonably mistaken for one will be considered a look-alike weapon. Any student who presents a look-alike weapon to a staff member or another student as a real weapon and/or who uses it to intimidate, threaten, or harass someone will be treated as if he or she used a real weapon, according to state and federal laws.

Any substance that can be reasonably mistaken for a controlled substance is considered a look-alike drug. This includes nonalcoholic beer and wine. Any student who uses, distributes, or presents a look-alike drug as authentic will be treated as if it were authentic, according to state and federal laws.

## **SEXUAL ASSAULT**

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. This is prohibited and will be referred to law enforcement.

## **SEXUAL HARASSMENT**

Consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where there is a pattern of harassing behavior or a single significant incident. Such conduct unreasonably interferes with the student's education or creates an intimidating, hostile, offensive school environment. Sexual harassment may include but is not limited to: verbal harassment, including sexually offensive comments or slurs; physical harassment such as sexually offensive cartoons, drawings, or posters. Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex.

Any student who feels that she or he is being sexually harassed should talk immediately with her or his parents, guardian, teacher, counselor, or school administrator.

# **HARASSMENT, INTIMIDATION OR BULLYING Policy JICFAA**

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Purpose: To establish the basic structure for maintaining a safe, positive environment for students and staff that is free from harassment, intimidation or bullying.

The board prohibits acts of harassment, intimidation or bullying of a student by students, staff and third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

For purposes of this policy, harassment, intimidation or bullying is defined as a gesture, electronic communication, or a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following.

- harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage
- insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school

Any student who feels he/she has been subjected to harassment, intimidation or bullying is encouraged to file a complaint in accordance with procedures established by the superintendent. Complaints will be investigated promptly, thoroughly and confidentially. All school employees are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or employees may be made anonymously.

The district prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation or bullying. The district also prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying.

The board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and district. Any student or employee who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion in the case of a student or termination in the case of an employee. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation.

The superintendent will be responsible for ensuring notice of this policy is provided to students, staff, parents/legal guardians, volunteers and members of the community including its applicability to all areas of the school environment as outlined in this policy.

The superintendent will also ensure that a process is established for discussing the district policy with students.

## **GANG ACTIVITY AND PARTICIPATION**

"Ganging" or participating as a member of a gang in inflicting a violent act of bodily harm, however slight, upon another person will not be tolerated. A "gang" shall consist of two or more persons acting together for and with the purpose of committing an act of violence against another person. "Participation" also includes any act that interferes with or hinders a staff member from stopping the infliction of bodily injury that is the objective of the gang.

**Consequence:** Student(s) will be recommended for expulsion.

## **Secret Societies/Gang Activity Policy JICF**

Issued 9/03

**Purpose:** To establish the basic structure for the district's prohibition of student secret societies and gang activities.

The board finds that gangs that initiate, advocate or promote activities threatening the safety or well-being of persons or property on school grounds or gangs which disrupt the school environment are disruptive to the educational process. The district prohibits the use of hand signals, graffiti or the presence of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute indicates or implies membership or affiliation with a group that presents a clear and present danger contrary to the school environment and educational objectives.

The district prohibits incidents involving initiations, hazings, intimidations or related activities of such group affiliations that are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students.

The administration will establish procedures and regulations to ensure the discipline of any student wearing, carrying or displaying gang paraphernalia, exhibiting behavior or gestures which symbolize gang membership, or causing or participating in activities which intimidate or affect the attendance of another student.

The administration will provide inservice training in gang behavior and characteristics to facilitate staff identification of students at-risk and promote membership in authorized school groups or activities as an alternative.

Adopted 9/15/03

Legal references:

S.C. Code, 1976, as amended:

Section 59-63-270 - Regulation or prohibition of clubs or like activities.

## **USE OF CELL PHONES AND BEEPERS IN SCHOOL Code JICJ**

**Purpose:** To establish the basic rules for the board's permission of student use of cell phones/beepers in schools.

For purposes of this policy, a paging device is defined as any telecommunications device, to include mobile telephones, that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

A student may possess a paging device in school as long as the device remains off and is not visible during the school day, including school bus rides to and from school.

A student in possession of a paging device in conflict with this policy will have the device confiscated and will be subject to discipline as provided under the district's code of student conduct.

Bringing a paging device to school is a privilege, not a right. School and district personnel are not responsible for the loss or damage of any paging device brought onto district property, by students. Further, the school and district will not be responsible for the condition of any confiscated device, upon its return to the student's parent/guardian.

Adopted 7/28/03

## **USE OF CELL PHONES AND BEEPERS IN SCHOOL**

*Code JJCJ-R*

The following procedures will apply when a telecommunications device, which includes mobile phones and pagers, is **visible, on or emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor.**

The staff will follow these basic enforcement procedures in instances when the tele-communication device is visible or emits a sound:

**1<sup>st</sup> Offense**—The device will be confiscated and returned *to a parent between 3:30-4:15 on Friday of the following week* when a parent goes to the school to retrieve the unit. Failure to surrender the device will result in a five-day out-of-school suspension, and the reporting of the incident to law enforcement for disturbing school.

**2<sup>nd</sup> Offense**— The student will serve one day of In-School Suspension. The device will be confiscated and returned to a parent during the last week of school. A parent will schedule an appointment with the principal to retrieve the device. Failure to surrender the device will result in an eight-day out-of-school suspension, and the reporting of the incident to law enforcement for disturbing school.

**3<sup>rd</sup> Offense**—The student will be suspended three days of In-School Suspension. The device will be confiscated until the last day of the school year. A parent will schedule an appointment with the principal to retrieve the device. Failure to surrender the device will result in a recommendation for expulsion, and the reporting of the incident to law enforcement for disturbing school.

If a mobile phone emits a signal and more than one unit is found to be **on** during a search, all owners of the units that are **on** will be subject to the consequences listed above.

Bringing a paging device to school is a privilege, not a right. School and district personnel are not responsible for the loss or damage of any paging device brought onto district property, by students. Further, the school and district will not be responsible for the condition of any confiscated device, upon its return to the student's parent/guardian.

*Any cell phone, picture taking, or text messaging that results in students cheating or which cause major disruptions will result in the device being confiscated until the last day of the school year and additional discipline at the principal's discretion.*

## **PHOTO RELEASE STATEMENT**

From time to time our students and staff members may be identified or photographed for publication, broadcast, transmission and/or electronic display by the news media or school and district public relations officials, in accordance with district policy and privacy laws. Only "directory" type information will be given, such as name, school, grade level, etc. If you have any questions or concerns, please contact the school principal. If you have objections to your child's photo being taken or released, please notify your school in writing.

## **VIDEO SURVEILLANCE CAMERAS**

For security purposes, Greenwood School District 50 has installed video surveillance cameras in our schools.

## **POLICY GOVERNING SUSPENSION AND EXPULSION OF STUDENTS**

A student may be suspended or expelled for commission of any crime, gross immorality, gross misbehavior, persistent disobedience, or for violation of written rules and regulations established by the Board of Trustees, or the State Board of Education, or when the presence of the student is detrimental to the best interest of the school. The expelled student shall have the right to petition for re-admission for the succeeding school year.

### **SUSPENSION OF STUDENTS**

Suspension in or out of school will be assigned by the school principal/director or designee according to the procedures specified in Board Policy “Suspension of Students” (JKD). During the suspension, the parent/guardian of the student may be required to attend an administrative conference at the school before the student returns to class.

When a student is suspended from school and the cumulative number of suspension days exceeds fifteen (15) for the academic year, the student may be recommended for expulsion by the school administration to the superintendent or his designee. After review, the superintendent, or his designee, will present the case to the Disciplinary Hearing Panel. The Disciplinary Hearing Panel will review the case and determine the status of the student. A student recommended for expulsion due to suspension days that exceed fifteen (15), will remain in school until the status has been determined by the Disciplinary Hearing Panel, unless the student’s behavior is determined to be detrimental to the best interest of the school.

1. When a principal suspends a student, the student will be denied the privilege of attending school and participating in school activities for the number of days of his/her punishment. Students’ homework assignments will be made available while students are on suspension.
2. The principal of a school may suspend a student for not more than ten (10) days for any one offense and for not more than thirty (30) days in any one school year, under the following conditions:
  - a. The student shall not be suspended during the last ten (10) days of a year if the suspension will make the student ineligible to receive credit for the school year, unless the presence of the student constitutes an actual threat to a class or to the school.
  - b. Before the suspension is ordered, the pupil must be given oral and written notice of the charges against him/her; if he/she denies the charges, he/she must be given an explanation of the authorities’ evidence and also an opportunity to present his/her version of what happened.
3. In many cases, the alleged misconduct may be informally discussed with the student immediately after it has occurred. The student may have an opportunity to give his/her version of the facts at this discussion, being first told what he/she is accused of doing and the basis of the accusation. If the principal finds that the presence of the student poses a continuing danger to persons or property or is

an ongoing threat to the academic process, the student may be immediately removed from school. The notice of opportunity for explanation should be given to the student as soon as possible after the suspension has been imposed.

4. On the same day as the date of the suspension, the principal shall notify, in writing, the parents or legal guardian of the student.
5. A conference may be held with the parent(s) or legal guardian following a suspension.
6. Non-student attendance days, including school closings due to inclement weather or other circumstances, are not counted in the number of assigned suspension days. Suspension days are actual student attendance days.
7. Appeals
  - A. A parent/guardian has the right to appeal to the school administration for a hearing within one school day of the assignment of a suspension. The request must be in writing and should state the reason for the appeal.
  - B. If a parent/guardian disagrees with the principal's decision, he/she has the right to appeal to the Assistant Superintendent for Administration. This hearing will be held within three (3) school attendance days of receipt of the request. At the hearing, the student and the parents/guardians of the student may appear, along with the principal or an administrator of the school.
  - C. If the parent/guardian disagrees with the assistant superintendent's decision, he/she may appeal to the Superintendent.
  - D. Under Board policy, appeals to the Board of Trustees are not provided for suspensions.

### **STUDENT EXPULSIONS – BOARD POLICY JKE**

A student may be expelled for the reasons listed in the district's Discipline Policy, for the commission of any crime, gross immorality, gross misbehavior or the violation of any other written rules and regulations established by the board, the school or the state board of education. A student also may be expelled when the presence of the student is deemed to be detrimental to the best interest of the school.

Expulsion means the student cannot do the following:

- attend school or be on any school district property
- attend any program at the school in the daytime or at night
- attend any school-sponsored activity
- ride a school bus

If procedures for expulsion are initiated, the parent/guardian of the pupil will be notified in writing of the time and the place of a hearing before the district hearing panel. At the hearing, the parent/guardian will have the right to legal counsel and to all other regular legal rights, including the right to question all witnesses who appear on behalf of the school administration. The hearing before the hearing panel will take place within 10 school days of the written notification, at a time and place designated by the hearing panel and a decision will be rendered within 10 calendar days of the hearing. The student may be suspended from school and all activities during the time of the expulsion procedures.

The student will have the right to appeal the hearing panel's decision first to the superintendent, and then to the Greenwood School District 50 Board of Trustees. Both the superintendent and the Board will consider appeals based on the written information submitted by the student, the hearing panel and the school administration. The board also will allow the student and the school administration an opportunity to appear and address the board concerning the expulsion.

All expelled students must submit a written request for re-enrollment to the district's regular education program the following school year.

Adopted 12/83; Revised 12/16/91, 11/01, 9/15/03, 3/17/08

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## **EXPULSION OF STUDENTS ADMINISTRATIVE RULE – CODE JKE-R**

### **A. Investigation and action taken by the principal**

If an administrator and/or his designee investigates a report of student misbehavior and decides to recommend expulsion, the administrator should suspend the student and notify the student's parent/guardian of his/her right to meet with the administrator within three school days of the date of the suspension. If after meeting with the parent/guardian (or if the parent/guardian has not come in for a meeting by the third school day), the administrator still intends to recommend expulsion, the matter will be referred directly to the superintendent or his designee.

A student recommended for expulsion due to suspension days that exceed fifteen (15) will remain in school until the status has been determined by the Disciplinary Hearing Panel, unless the student's behavior is determined to be detrimental to the best interest of the school.

### **B. Notice of expulsion recommendation**

By the end of the third school day following receipt of an expulsion recommendation, the superintendent or his designee will notify the student and parent/guardian, in writing, of the following:

- the rule(s) infraction alleged to have occurred
- the time and place of the hearing which must be held within 10 school days of written notification (unless the parent/guardian or his/her representative agrees otherwise)
- the procedure to be followed at the hearing, including the student's right to be represented by legal counsel (without expense to the district)
- the request of a forty-eight hour notification to the district if the student will have legal counsel at the hearing
- the right of the student, parent/guardian or the student's representative to examine the student's records, including the investigative documents and witness statements the administration intends to present at the expulsion hearing

### **C. Hearing procedures**

The administrator will present the recommendation for expulsion to a three-member hearing panel. The hearing panel, composed of building level and/or district office administrators, will listen to the recommendation for expulsion from the school administration. The administrator, the administrator's representative, the student, the parent/legal guardian and/or the student's representative may be present at the hearing. If the hearing panel and the parent/guardian agree, the student may be dismissed during portions of the hearing. The administrator and the student (or their representatives) will be allowed to present witnesses or witnesses' statements and, within the discretion of the hearing panel, cross examine the other party's witnesses. Members of the hearing panel may ask questions of anyone who attends the

hearing. The parent/guardian and/or the student's representative will be given an opportunity to argue their position or express their views on the case. A recording of the hearing will be kept on file by the district for at least a calendar year following the hearing.

This procedure will be followed in all cases, regardless of the offense charged.

Nothing herein shall prevent the question of expulsion of any student from being considered originally by the Board of Trustees.

#### **D. Action following the hearing**

Within 10 calendar days after the hearing, the hearing panel will decide whether the student committed the alleged misconduct based upon the evidence presented at the hearing, and will also decide the appropriate punishment to be applied. If the hearing panel determines that grounds for expulsion exist, it may expel the student, in accordance with Federal and State statutes and regulations, for the remainder of the current school year, or for any lesser period of time. The panel may also give punishment other than expulsion, including but not limited to suspension, placement in one of the district's alternative education programs, or probation. Probation means special restrictions have been placed on the student's right to attend school. Violations of these restrictions will result in suspension and a recommendation for expulsion. Assignment to an alternative program means loss of the right to participate in extracurricular activities in the base school during the assignment period.

In accordance with the Safe Schools Act, any student who brings a weapon (firearm) to school will be expelled for a period of not less than twelve months.

The Assistant Superintendent for Administration will report the decision of the hearing panel, in writing, to the parent/guardian, the superintendent and the school. If the hearing panel determines that the student is innocent of all charges, all absences resulting from the suspension shall be excused, and the student's record shall be cleared. The student will be allowed to make up all work missed during the suspension.

#### **E. Appeals**

The decision of the hearing panel may be appealed by the student or school administrator to the superintendent if written notice of appeal is made within five calendar days of notification of the hearing panel's decision. The written notice of appeal must contain specific reasons why the student or administrator believes that the hearing panel's decision was incorrect. The superintendent will review all of the written information concerning the appeal, and will make a decision, within ten (10) school days, to uphold or overturn the expulsion. If the parent or administrator disagrees with the decision of the superintendent, an appeal may be made to the Board of Trustees within five (5) calendar days of notification of the superintendent's decision. The Board of Trustees will review all of the written information concerning the appeal, and also will provide the student and the school administration an opportunity to appear and address the Board of Trustees at its next regularly scheduled meeting following receipt of the appeal. If the request to appeal is received five days or less prior to the next regularly scheduled Board meeting, a hearing will be scheduled at the discretion of the Board. Each party will be given 10 minutes to address the Board of Trustees. An appeal will normally be limited to the established record, and no new testimony will be allowed, unless the Board desires to hear additional testimony. The Board of Trustees will make a decision on the appeal within 10 calendar days following the appeal hearing. If the Board of Trustees determines that the student is innocent of all charges, all absences resulting from the suspension will be excused, and the student's record will be cleared. The student will be allowed to make up all work missed during the suspension.

#### **F. Permanent expulsion**

Students who are incorrigible, including those who commit a single serious offense, or who are expelled during two successive school years, may be recommended for permanent expulsion. Only the Board of

Trustees will have the authority to permanently expel a student, based upon the recommendation of the hearing panel and superintendent.

#### **G. Petitions for readmission**

Students who have been expelled must make a written request to the superintendent, or his or her designee, for readmission. The request must specify the reasons why the student should be allowed to return.

If the superintendent, or his or her designee, denies the student's request for readmission, or in all cases of permanent expulsion, the student may make a written request to the Board of Trustees for readmission, and may include a request to appear before the Board of Trustees. If the request is denied by the Board of Trustees, the student may submit another request prior to the following school year.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

#### **A. Introduction**

A student identified as disabled pursuant to Section 504 of the Rehabilitation Act of 1973 (hereinafter "Section 504-disabled") or as disabled pursuant to the Individuals with Disabilities Education Act (hereinafter "IDEA-disabled") may not be suspended from school for any number of school days in a school year beyond 10, if such removal would constitute a "change of placement", as defined below, unless, pursuant to the procedural requirements described in part C of this policy, the student's behavior resulting in suspension is determined not to be a manifestation of the student's disability. The determination whether a "change of placement" would occur as a result of a removal must be made on a case-by-case basis based on the circumstances of each case.

In regard to a suspension beyond 10 days in a school year, a "change of placement" would likely occur if:

- the student's suspension from school is for more than 10 consecutive days; or
- the student is subjected to a series of suspensions from school that constitute a "pattern" because they cumulate to more than 10 school days in a school year, and because of factors such as the length of each suspension, the total amount of time the student is suspended, and the proximity of the suspensions to one another.

#### **B. Discipline Options**

##### **(1) Short-term suspensions which do not constitute a "change of placement"**

###### **a. Duration of suspensions**

If a disabled student violates the District's Code of Conduct, a school administrator may order the student to an alternative placement (as determined by the IEP team) or suspend the student for a maximum of ten (10) consecutive school days for that particular incident. For separate incidents of misconduct, the school administrator may suspend the student for additional periods of not more than 10 consecutive school days in that same school year, as long as the suspensions do not constitute a "change of placement", as set forth in Section (A) above.

b. Services provided during suspensions

The school does not need to provide services to a student with a disability who has been suspended, so long as the student is suspended for not more than 10 cumulative school days during a school year.

The school must provide services to a student who has been suspended for more than 10 cumulative school days in the same school year. During any subsequent days of suspension beyond 10, (so long as the suspension does not constitute a “change of placement”) the school must provide services to the student to the extent necessary to enable the student to (1) appropriately progress in the general curriculum; and (2) appropriately advance toward achieving the goals set out in the student’s IEP. A determination of the appropriate services to be provided to a student suspended for more than 10 cumulative school days in a school year shall be made by appropriate school administrative personnel, in consultation with the student’s special education teacher.

**(2) Removal to alternative placement for up to 45 calendar days**

(Dangerous weapons or drugs)

If a disabled student (1) carries a dangerous weapon to school or to a school function or (2) knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function, the school administrator may refer the student to an appropriate “interim alternative educational setting” (as determined by the IEP team) for up to 45 calendar days.

A “dangerous weapon” is defined as a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 ½ inches in length.

The “interim alternative educational setting” must be determined by the IEP team. Any interim alternative educational setting must be:

- a. selected so as to enable the student to continue to progress in the general curriculum, although in another setting, and to continue to receive those services and modifications, including those described in the student’s current IEP, that will enable the student to meet the goals set out in the IEP; and
- b. include services and modifications to address the behavior that are designed to prevent the behavior from recurring.

**C. Procedures to be Followed**

**(1) Conduct a Functional Behavioral Assessment**

Either before or not later than ten (10) business days after suspending a student for more than 10 school days in a school year or commencing a removal that constitutes a “change of placement”, the school must either:

- a. convene an IEP meeting to develop an assessment plan to address the behavior (if the school did not conduct a functional behavioral assessment and implement a behavioral intervention plan for the student before the suspension was imposed); or
- b. if the student already has a behavioral intervention plan, the IEP team shall review the plan and modify it, as necessary, to address the behavior.

If a student is subjected to additional suspension days beyond 10 days in a school year, which do not constitute a “change of placement”, the IEP team members shall review the behavioral intervention plan and its implementation, as appropriate, to determine if modifications are necessary, and make any such modifications.

**(2) Conduct a Manifestation Determination as Defined by Law**

The IEP team must also conduct a manifestation determination immediately, if possible, but no later than ten (10) school days after taking a disciplinary action which amounts to a “change of placement” or results in a student being placed in an interim alternative educational setting.

A manifestation determination must also be conducted for students who have a 504 Plan.

When the parents are notified of the decision to take action, they must be provided with a procedural safeguards notice.

The manifestation determination shall be conducted by the IEP team and other qualified personnel.

A manifestation determination may be conducted by the IEP team to review a student’s misconduct at a point earlier than required, irrespective of whether any disciplinary action taken would constitute a “change of placement”. Thus, the mere convening of such a meeting does not constitute an admission on the part of the school personnel that the disciplinary action taken amounts to a “change of placement”.

**a. Finding that conduct was related to a student’s disability**

The IEP team may determine that the behavior of the student was not a manifestation of the student’s disability only if the team:

- (i) considers, in terms of the behavior subject to disciplinary action, all relevant information, including –
  - evaluation and diagnostic results including the results or other relevant information supplied by the parents of the student;
  - observations of the student; and
  - the student’s IEP and placement; and
- (ii) then determines that in relationship to the behavior subject to the disciplinary action,
  - the student’s IEP and placement were appropriate and the special education services, supplementary aids and services, and behavior intervention strategies were provided consistent with the student’s IEP and placement;
  - the student’s disability did not impair the ability of student to understand the impact and consequences of the behavior subject to disciplinary action; and
  - the student’s disability did not impair the ability of the student to control the behavior subject to disciplinary action.

\*If the IEP team determines that any of the standards in C(2)(a)(ii) were not met, then the behavior must be considered a manifestation of the student's disability.

**b. Finding that conduct was not related to a student's disability**

If the multidisciplinary team determines that an IDEA-disabled student's misconduct was not a manifestation of his/her disability, the student may be disciplined to the same extent that a nondisabled student may be disciplined, subject to procedural safeguards; however, the student must be provided services to the extent necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the student's IEP. The IEP team shall determine the services to be provided.

If the multidisciplinary team determines that a Section 504-disabled student's misconduct was not a manifestation of his/her disability, the student may be expelled as otherwise provided by District policy or procedure. In such cases, the District is not obligated to continue educational services.

**D. Court Injunctions/45 Day Interim Alternative Placement**

In appropriate circumstances, the District may seek a court injunction or an order from an hearing officer to allow disciplinary removals of disabled students beyond the time limits set forth in this policy.

**E. Referral to Law Enforcement**

Nothing shall prohibit a school district from reporting a crime committed by a student with a disability to appropriate authorities. In reporting such a crime, the school shall ensure, consistent with the requirements of the Family Educational Rights and Privacy Act, that copies of the special education and discipline records of the student are made available to the appropriate authorities to whom it reports the crime.

**45-Day Interim Placement**

A special education due process hearing officer approved by the South Carolina Department of Education may order a change in the placement of a child with a disability to an appropriate interim alternative educational setting for not more than 45 days if, after conducting an evidentiary hearing, the hearing officer:

- (1) determines that the public agency has demonstrated by substantial evidence that maintaining the current placement of such child is substantially likely to result in injury to the child or to others;
- (2) considers the appropriateness of the child's current placement;
- (3) considers whether the public agency has made reasonable efforts to minimize the risk of harm in the child's current placement, including the use of supplementary aids and services; and
- (4) determines that the interim alternative educational setting meets the requirements of paragraph (3)(B).

**Services Available to Students with Special Health Care Needs**  
**Parent Notice (IHPs, 504, IDEA, Homebound): Required By S.C. Code**  
**Ann. Section 59-63-90 (Supp. 2005)**

Many health care services can be provided for students to keep them at school where they can learn and participate with other students. Our goal is to provide information to parents and legal guardians about some of the services and programs available for addressing the health care needs of students during the school day to help students succeed in school. It is important that the necessary health care information is shared with the appropriate people—such as teachers on duty during recess, bus drivers, and cafeteria employees—to make sure that the students' needs are met throughout the school day.

**Individual Health Care Plans or Individual Health Plans (IHPs)**

Individual health care plans are also called individual health plans or IHPs. School nurses who are registered nurses write IHPs to guide how a student's health care needs will be met while at school. The nurse works with the student, the student's parents or legal guardians, the student's health care provider, and other school staff to write the plan. IHPs are written for students who have special health care needs that must be met by school staff during the school day. IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor. To learn more about IHPs, talk with your child's school nurse or Nancy Moore, Nurse Liaison for Greenwood School District 50, at 941-3423.

**Section 504 of the Rehabilitation Act of 1973 (Section 504)**

Section 504 is a federal law that requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. A team decides if a student is eligible. The team should include the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability, such as a teacher, a guidance counselor, a school nurse, and other school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the student's needs will be met while at school and may include health services for the student during the school day if needed. To learn more about Section 504, contact Lou Ann Corley, Director of Special Services, at 941-5481.

**Individuals with Disabilities Education Act (IDEA)**

Students, ages 3 through 21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student's parent or legal guardian, teachers, and other school staff. The team develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day if needed. Contact Director of Special Services at 941-5481 to learn more about the IDEA.

**Medical Homebound Instruction**

Medical homebound instruction is a service that is available for students who cannot attend school for a medical reason even with the aid of transportation. A physician must certify that the student has such a medical condition but may benefit from instruction, and must fill out the medical homebound form that the school district provides. The school district then decides whether to approve the student for medical homebound services. The school district will consider the severity of the student's illness or injury, the length of time that the student will be out of school, the impact that a long period away from school will have on the student's academic success, and whether the student's health needs can be met at school. To learn more about medical homebound services, contact Director of School/Parent Involvement at 941-5484.

## **STUDENT SEARCHES**

### **A. School Property**

#### **1. General Searches**

Lockers, desks and related properties belonging to the school district may be searched as part of a general search.

#### **2. Individual Searches**

Any single locker, desk or school property may be searched by school officials when they have reason to believe it contains evidence that a school rule or state law has been violated.

### **B. Student's Person**

1. No search of any student's person shall take place unless school officials have reason to believe that the search will turn up evidence that a school rule or state law has been violated.
2. Every search of a student's person must be approved by the principal. The search must be conducted in private by an administrative employee or a teacher with another administrative employee or teacher serving as a witness.

The search may consist of (1) the removal of all items in the student's pockets, purse, book bag, or other bag or container; (2) the removal of outer layers of clothing (e.g., coats, jackets, shoes, etc.); or (3) the pat-down of the outer surface of the student's clothing.

Searches by drug dogs can include a search of a student's personal items and vehicle.

### **Contacting law enforcement**

As required by S.C. Code Ann. § 59-24-60, school administrators will contact law enforcement immediately upon notice that a person is engaging, or has engaged, in activities on school property or at a school sanctioned or sponsored activity, which may result, or result in, injury or serious threat of injury to the person, another person or his/her property. Such reportable activities or conduct may include, but are not limited to, the examples of code of conduct referenced in Board policy JICDA and JICDA-R (Student Behavior Code).

The Board recognizes that, when law enforcement authorities are contacted pursuant to S.C. Code Ann. § 59-24-60, the law enforcement authorities must make the determination whether they will conduct an investigation into the matter. If the law enforcement authorities determine an investigation is appropriate, school officials will make reasonable efforts to discuss the scope and methods of the investigation with the law enforcement authorities as they affect school operations in an effort to minimize any disruption to the school and its students.

School officials may contact law enforcement authorities for assistance in addressing concerns other than those which must be reported pursuant to § 59-24-60. In such circumstances, the principal or his/her designee will confer with the superintendent or his/her designee prior to involving law enforcement authorities, other than a school resource officer. The superintendent or his/her designee will consult with appropriate school officials and law enforcement authorities to determine that the proposed involvement and methods of law enforcement are reasonable and consistent with this policy and will have a minimally disruptive effect on school operations and student rights.

### **Interrogations by school personnel and school resource officers**

Administrators and teachers, as well as school resource officers, may question students about any matter pertaining to the operation of a school and/or enforcement of its rules. The questioning will be conducted discreetly and under circumstances which will avoid, to the extent practical under the circumstances, unnecessary embarrassment to the person being questioned. School resource officers will act consistently with law enforcement guidelines should any routine questioning turn into a criminal investigation. Any student who answers falsely or evasively or who refuses to answer an appropriate question may be disciplined.

### **Interrogations by law enforcement**

When law enforcement officers find it necessary to question a student during the school day regarding matters not connected to the school, the principal or his/her designee will cooperate with law enforcement and will request to be present, so long as his/her presence does not impede the investigation. The principal or his/her designee should make a reasonable attempt to contact the student's parent/legal guardian and request his/her presence. Should this attempt fail, the principal or his/her designee will continue to make a reasonable attempt to notify the student's parent/legal guardian that law enforcement questioning took place on school grounds. However, school officials will not act in such a manner which will interfere with an ongoing law enforcement investigation. Additionally, normal visitor's protocol must be followed by law enforcement officials at all times. Interrogations of students by law enforcement officials should generally take place in a private area, whether or not the principal or his/her designee is present.

### **Custody or arrest**

Law enforcement authorities have the right to enter the school to take a student into custody or to make a lawful arrest of a student provided that they act pursuant to lawful procedure. If a student is arrested or taken into custody at school, school officials will make a reasonable effort to notify the parents/legal guardians immediately.

*Board Policy JIH-050307 (Adopted 7/1/78; Revised 09/15/03, 04/18/05)*

*Legal references:*

*U. S. Supreme Court Cases: New Jersey v. T.L.O., 469 U.S. 328 (1985).*

*S.C. Code of Laws Section 59-24-60 - Requires administrators to contact law enforcement.*

*Section 59-63-1110, et seq. - Search of persons and effects on school property.*

## **STUDENT GRIEVANCE PROCEDURES**

The administrative and teaching personnel of this school district believe that there should be standard written procedures by which any student of the school district may express his/her concerns, suggestions, or grievances. Students are reminded that unless they make their wishes known to the proper authorities of the school, the authorities are not aware of the student's feelings, and, therefore, can do nothing about them. As with any suggestion or concern, a procedure must be followed so that all persons, including handicapped, may be assured of fair and equal consideration. To assure impartial representation and consideration to all school citizens, the following grievance procedure is established:

1. Any student who wishes to express a grievance or concern must submit the grievance or concern in writing to the principal of the school. If the grievance pertains specifically to Section 504 (Rehabilitation Act of 1973), the complaint should be made in writing to the district coordinator of Section 504. If the grievance pertains specifically to a complaint of sex discrimination, the complaint should be made in writing to the district Title IX coordinator.
2. The specific nature of the grievance must be stated.

3. The grievance statement must show how the student has allegedly been adversely affected.
4. The grievance statement must indicate the relief sought by the student.
5. The grievance statement must show why the student feels that he or she is entitled to the relief sought.
6. The grievance statement should also show whether the student feels that other students are similarly affected and tell who these students are.
7. The grievance statement must be signed and the date of submission given.

Any student who has a grievance or concern to express must follow this established procedure. Upon the submission of the grievance statement to the principal, the following course of action will be taken:

1. The principal and any designated member of his/her staff will review the grievance statement within a period of five (5) school days.
2. Approximately five (5) days after submission of the grievance to the principal, the grieving student will be notified in writing of the principal's recommendation.
3. If the grieving student is satisfied with the recommendation of the principal, then the grievance is settled. If the grieving student is not satisfied with the principal's recommendation, the student should request that the matter be referred to the School Grievance Committee of that school for further consideration. The School Grievance Committee shall be composed of the principal, assistant principal, and two teachers, with diverse representation.
4. Within a period of one (1) school day after the principal's recommendation, the grievance matter will be referred to the School Grievance Committee for a hearing. The principal shall conduct the hearing in whatever way he or she thinks appropriate, making sure everyone has adequate opportunity to speak and present testimony or affidavits in his/her behalf. No cross examination shall be permitted except as the principal shall deem necessary to elicit all of the facts. The School Grievance Committee will then consider the matter and, in not more than five (5) school days after referral to the Committee, shall make a recommendation in writing of its decision to the principal.
5. The principal will then consider the recommendation of the Committee and, in not less than one (1) school day after the committee recommendation, will advise the grieving student and the Committee of his/her decision. The principal may or may not follow the recommendation of the Committee.
6. The final decision of the principal is to be respected and complied with by all parties involved. The principal will make every effort to be fair and impartial, and as the leader and director of the school, his/her final decision should be supported by all persons.
7. If dissatisfaction remains, however, after the principal's final decision, the grieving student may request that the principal present his/her grievance before the Superintendent and/or Board of Trustees. Upon decision from one of these officials, the grieving student will be advised by the principal as to the decision made.

The above procedure pertains directly to students who have grievances. In the case of parental or guardian grievances, the same basic procedure is followed if deemed necessary by the principal, or the principal may exclude the School Grievance Committee and proceed in whatever manner he or she deems appropriate.

## **CODE OF CONDUCT**

### **STUDENT DRESS CODE – BOARD POLICY JICA**

In an effort to have a school environment that is safe, orderly, and conducive to learning, the following dress code will apply to all schools in Greenwood School District 50. Inappropriate and impermissible student attire includes, but is not limited to, the following:

1. All pants will be worn above the hips.
2. Clothing or accessories that depict alcohol, drugs, tobacco, racial slurs/epithets, sexual suggestion/insinuation, inappropriate language, or gang association is prohibited.
3. Halter tops, tank tops, and see-through clothing are prohibited. Cleavage will not be shown.
4. Shorts, mini skirts and culotte-type clothing are allowed in grades 5-12 with the following restrictions:
  - a. Said garments may not be made of clinging material, such as but not limited to biker shorts and pants, surfer pants, form-fitting knit material, etc.
  - b. All garments should be of an appropriate length, as determined by the school principal.
5. Hats will not be worn in the buildings.

Adopted: 1/20/98

### **ATTENDANCE**

The board believes that attendance is a key factor in student achievement. Any absence from school represents an educational loss to the student. However, the board recognizes that some absences are unavoidable.

1. Students are required to bring written documentation for absences within five (5) days from the day of the absence.
2. Parents' notes will be accepted but are limited to ten (10) absences per year. Thereafter, a medical note will be required.
3. For elementary and middle school students, principal judgment will be used to excuse absences above 10, which total no more than 15 days of lawful and/or unlawful absences.
4. For secondary students, principal judgment will be used to excuse absences above five days per semester, which total no more than eight days of lawful and/or unlawful absences.
5. Absences with no documentation are automatically considered unlawful.
6. In accordance with SBE Regulation 43-274, Section B(1):
  - When a child between the ages of 6 to 17 years has three consecutive unlawful absences or five unlawful absences, that child is determined to be truant.
  - Once a child is determined to be truant, school officials must meet with the parent(s) or guardian(s) to identify reasons for absences.
  - A written "Intervention Plan" must be developed to address the student's continued absences.

### **TARDIES**

Please refer to your school's handbook for policies concerning tardies to school and classes.

## **BREACHES OF CODE OF CONDUCT**

LISTED BELOW ARE SOME OF THE BREACHES OF CONDUCT THAT LEAD TO SUSPENSION OR EXPULSION AND THE SUGGESTED PUNISHMENT.

- A. THOUGH NOT SPECIFICALLY MENTIONED IN THIS LIST OF BREACHES OF CONDUCT, ANY ACT WHICH IS DETRIMENTAL TO THE GOOD ORDER AND BEST INTERESTS OF THE SCHOOL MAY BE PUNISHED ACCORDING TO ITS NATURE AND DEGREE AT THE DISCRETION OF THE PRINCIPAL AND/OR ASSISTANT SUPERINTENDENT FOR ADMINISTRATION.
- B. STUDENTS WHO ARE GUILTY OF REPEATED BREACHES OF CONDUCT MAY BE SUSPENDED OR EXPELLED IF THE OFFENSE DOES NOT ALREADY CARRY SUCH A PUNISHMENT.
- C. OTHER THAN DURING THE SCHOOL DAY, STUDENTS ARE ONLY AUTHORIZED ON THEIR SCHOOL CAMPUS FOR SCHOOL FUNCTIONS, SCHOOL SANCTIONED ACTIVITIES, OR AS OTHERWISE PERMITTED BY A MEMBER OF THE SCHOOL STAFF, WITH ADMINISTRATIVE APPROVAL.
- D. CONSEQUENCES INCLUDE INFRACTIONS THAT OCCUR UNDER THE FOLLOWING CIRCUMSTANCES:
  1. On school grounds before, during, or after school hours
  2. On school grounds at any other time when the school is being used by a school group
  3. Off school grounds at any school and/or school-related activity, function, or event
  4. On a school bus or other school vehicle (including school bus safety rules)
  5. At any time or any place (including off school grounds and during non-school hours) where student conduct has a direct effect on the school's ability to maintain an orderly and safe learning environment

### **LEGEND**

Numbers indicate number of days.

PC – Parent Conference

ISS – In-School Suspension

RE – Recommendation for Expulsion

D – Detention

OSS – Out-of-School Suspension

LAW – Law Enforcement

ELEMENTARY SCHOOLS				MIDDLE SCHOOLS				HIGH SCHOOLS			
BREACH OF CONDUCT	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE	3 <sup>rd</sup> OFFENSE	BREACH OF CONDUCT	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE	3 <sup>rd</sup> OFFENSE	BREACH OF CONDUCT	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE	3 <sup>rd</sup> OFFENSE
1. Use of obscene, profane, or other inappropriate language or gesture to faculty or staff member *	1 OSS	2 OSS	3 OSS	1. Use of obscene, profane, or other inappropriate language or gesture to faculty or staff member	5 OSS	8 OSS	RE	1. Use of obscene, profane, or other inappropriate language or gesture to faculty or staff member	5 OSS	RE	
2. Use of obscene, profane, or other inappropriate language or gesture to another student, or not directed to anyone *	1 ISS	2 ISS	3 ISS	2. Use of obscene, profane, or other inappropriate language or gesture to another student, or not directed to anyone	2 ISS	3 ISS	2 OSS	2. Use of obscene, profane, or other inappropriate language or gesture to another student, or not directed to anyone	2 ISS	3 ISS	3 OSS
3. Display of obscene or profane language or symbols in any manner	PC	D/ISS	2 OSS	3. Display of obscene or profane language or symbols in any manner	2 ISS	3 ISS	2 OSS	3. Display of obscene or profane language or symbols in any manner	2 ISS	3 ISS	3 OSS
4. Display of gang related symbols, apparel, signs, drawings, writings, etc. *	PC	1 OSS	2 OSS	4. Display of gang related symbols, apparel, signs, drawings, writings, etc.	3 OSS	6 OSS	RE	4. Display of gang related symbols, apparel, signs, drawings, writings, etc.	4 OSS	8 OSS	RE
5. Failure to follow the directive of a teacher or staff member *	1 OSS	2 OSS	3 OSS	5. Failure to follow the directive of a teacher or staff member	2 OSS	3 OSS	RE	5. Failure to follow the directive of a teacher or staff member	3 OSS	5 OSS	RE
6. Failure to follow the directive of an administrator *	2 OSS	4 OSS	6 OSS	6. Failure to follow the directive of an administrator	4 OSS	6 OSS	RE	6. Failure to follow the directive of an administrator	4 OSS	6 OSS	RE
7. Disrespect towards teacher, staff member, or visitor	2 OSS	3 OSS	5 OSS	7. Disrespect towards teacher, staff member, or visitor	2 OSS	3 OSS	5 OSS	7. Disrespect towards teacher, staff member, or visitor	3 OSS	5 OSS	8 OSS
8. Physically abusing a member of the school staff	RE/LAW			8. Physically abusing a member of the school staff	RE/LAW			8. Physically abusing a member of the school staff	RE/LAW		

\* Grades K-3 through 2 – Consequences may be less.

ELEMENTARY SCHOOLS				MIDDLE SCHOOLS				HIGH SCHOOLS			
BREACH OF CONDUCT	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE	3 <sup>rd</sup> OFFENSE	BREACH OF CONDUCT	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE	3 <sup>rd</sup> OFFENSE	BREACH OF CONDUCT	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE	3 <sup>rd</sup> OFFENSE
9. Threatening, harassing, or intimidating another student	1 OSS	3 OSS	5 OSS	9. Threatening, harassing, or intimidating another student	8 OSS/ LAW	RE		9. Threatening, harassing, or intimidating another student	8 OSS/ LAW	RE	
10. Threatening, harassing, or intimidating a teacher	RE/LAW			10. Threatening, harassing, or intimidating a teacher	RE/LAW			10. Threatening, harassing, or intimidating a teacher	RE/LAW		
11. Possession of any kind of firearm on school property (including buses) or at any school-sponsored event	RE for twelve months & LAW			11. Possession of any kind of firearm on school property (including buses) or at any school-sponsored event	RE for twelve months/ LAW			11. Possession of any kind of firearm on school property (including buses) or at any school-sponsored event	RE for twelve months/ LAW		
12. Possession of any other weapon, and/or <u>using or threatening to use by showing</u> any instrument considered a weapon, such as knives, blackjacks, BB guns, air-soft pistols, bows, mace, etc., on school property and/or at any school-sponsored event	8 OSS & confiscation * 6 OSS	RE		12. Possession of any other weapon, and/or <u>using or threatening to use by showing</u> any instrument considered a weapon, such as knives, blackjacks, BB guns, air-soft pistols, bows, mace, etc., on school property and/or at any school-sponsored event	10 OSS or RE/LAW			12. Possession of any other weapon, and/or <u>using or threatening to use by showing</u> any instrument considered a weapon, such as knives, blackjacks, BB guns, air-soft pistols, bows, mace, etc., on school property and/or at any school-sponsored event	10 OSS or RE/LAW		

\* Grades K-3 through 2 – Consequences may be less.

ELEMENTARY SCHOOLS				MIDDLE SCHOOLS				HIGH SCHOOLS			
BREACH OF CONDUCT	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE	3 <sup>rd</sup> OFFENSE	BREACH OF CONDUCT	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE	3 <sup>rd</sup> OFFENSE	BREACH OF CONDUCT	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE	3 <sup>rd</sup> OFFENSE
13. Possession of drugs or alcoholic beverages (or a facsimile of), or possession of drug paraphernalia, at school or school-sponsored events	8 OSS/LAW & a counseling program approved by the administration	RE & LAW		13. Possession of drugs or alcoholic beverages (or a facsimile of), or possession of drug paraphernalia, at school or school-sponsored events	8 OSS/LAW & a counseling program approved by the administration	RE & LAW		13. Possession of drugs or alcoholic beverages (or a facsimile of), or possession of drug paraphernalia, at school or school-sponsored events	8 OSS/ LAW & a counseling program approved by the administration	RE & LAW	
14. Extortion	2 OSS	3 OSS	RE	14. Extortion	5 OSS	8 OSS	RE	14. Extortion	8 OSS/ LAW	RE	
15. Consumption or being under the influence of drugs or alcoholic beverages at school or school-sponsored events	Minimum 10 OSS/LAW & a counseling program approved by the administration	RE & LAW		15. Consumption or being under the influence of drugs or alcoholic beverages at school or school-sponsored events or misuse of prescribed medication	Minimum 10 OSS/ LAW & a counseling program approved by the administration	RE/LAW		15. Consumption or being under the influence of drugs or alcoholic beverages at school or school-sponsored events, or misuse of prescribed medication	Minimum 10 OSS/ LAW & a counseling program approved by the administration	RE/LAW	
16. Selling, buying, or possession with intent to distribute drugs or alcoholic beverages at school or school-sponsored events	RE & LAW			16. Selling, buying, or possession with intent to distribute drugs or alcoholic beverages or selling items portrayed as such at school or school-sponsored events	RE & LAW			16. Selling, buying, or possession with intent to distribute drugs or alcoholic beverages or selling items portrayed as such at school or school-sponsored events	RE & LAW		

\* Grades K-3 through 2 – Consequences may be less.

ELEMENTARY SCHOOLS				MIDDLE SCHOOLS				HIGH SCHOOLS			
BREACH OF CONDUCT	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE	3 <sup>rd</sup> OFFENSE	BREACH OF CONDUCT	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE	3 <sup>rd</sup> OFFENSE	BREACH OF CONDUCT	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE	3 <sup>rd</sup> OFFENSE
17. Using or possessing tobacco or tobacco products or paraphernalia (lighter, matches, etc.) on school property *	2 OSS	5 OSS	8 OSS	17. Using or possessing tobacco or tobacco products or paraphernalia on school property	2 OSS	5 OSS	8 OSS	17. Using or possessing tobacco or tobacco products or paraphernalia on school property	3 OSS	5 OSS	8 OSS
18. Distribution or sale of materials unauthorized by principal	PC	D/ISS	3 OSS	18. Distribution or sale of materials unauthorized by principal	1 ISS	2 ISS	2 OSS	18. Distribution or sale, or implying the distribution or sale, of materials unauthorized by principal	1 ISS	2 ISS	2 OSS
19. Willful destruction or defacing of school/personal property, including the installation of viruses and non-approved software on computers	1 OSS (and restitution)	3 OSS (and restitution)	5 OSS (and restitution)	19. Willful destruction or defacing of school/personal property, including the installation of viruses and non-approved software on computers	5 OSS (and restitution)	8 OSS (and restitution)	RE	19. Willful destruction or defacing of school/personal property, including the installation of viruses on computers and non-approved software	5 OSS (and restitution)	8 OSS (and restitution)	RE
20. Indecent exposure, mooning, etc.	2 OSS	3 OSS	5 OSS	20. Indecent exposure, mooning, etc.	RE/LAW			20. Indecent exposure, mooning, etc.	RE/LAW		
21. Inappropriate touching	2 OSS	3 OSS	5 OSS	21. Inappropriate touching	2 OSS	3 OSS	5 OSS	21. Inappropriate touching	3 OSS	5 OSS	8 OSS
22. Sexual assault of a student or staff member	RE			22. Sexual assault of a student or staff member	RE/LAW			22. Sexual assault of a student or staff member	RE/LAW		
23. Misconduct at school or any school-sponsored functions	PC	1 OSS	2 OSS	23. Misconduct at school or any school-sponsored functions	3 OSS	5 OSS	RE	23. Misconduct at school or any school-sponsored functions	3 OSS	5 OSS	RE

\* Grades K-3 through 2 – Consequences may be less.

ELEMENTARY SCHOOLS				MIDDLE SCHOOLS				HIGH SCHOOLS			
BREACH OF CONDUCT	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE	3 <sup>rd</sup> OFFENSE	BREACH OF CONDUCT	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE	3 <sup>rd</sup> OFFENSE	BREACH OF CONDUCT	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE	3 <sup>rd</sup> OFFENSE
24. Fighting or physical abuse of others	1 OSS	3 OSS	5 OSS	24. Fighting or physically abusing another student	5 OSS	8 OSS	RE	24. Fighting or physically abusing another student	6 OSS and/or LAW	RE	
25. Ganging	RE/LAW			25. Ganging	RE/LAW			25. Ganging	RE/LAW		
26. Possession and/or use of smoke bombs, ammunition, stink bombs or other fireworks or explosives on school grounds	3 OSS/LAW	5 OSS/LAW	8 OSS/RE	26. Possession and/or use of smoke bombs, ammunition, stink bombs or other fireworks or explosives on school grounds	5 OSS/LAW	8 OSS/LAW	RE	26. Possession and/or use of smoke bombs, ammunition, stink bombs or other fireworks or explosives on school grounds	5 OSS/LAW	RE	
27. Possession of a telecommunications device that emits vibrations, displays a message, or summons or delivers communications	Confiscate device and return to parent between 3:30 p.m. & 4:15 p.m. on Friday of the following week	Confiscate device & 1 ISS; device returned to parent during the last week of the semester	Confiscate device & 3 ISS; device returned to parent on the last day of school	27. Possession of a telecommunications device that emits vibrations, displays a message, or summons or delivers communications	Confiscate device and return to parent between 3:30 p.m. & 4:15 p.m. on Friday of the following week	Confiscate device & 1 ISS; device returned to parent between 3:30 p.m. & 4:15 p.m. on Friday of the following week	Confiscate device & 3 ISS; device returned to parent on the last day of school	27. Possession of a telecommunications device that emits vibrations, displays a message, or summons or delivers communications	Confiscate device and return to parent between 3:30 p.m. & 4:15 p.m. on Friday of the following week	Confiscate device & 1 ISS; device returned to parent during the last week of the semester	Confiscate device & 3 ISS; device returned to parent on the last day of school
28. Possession and/or playing radios, tape players, CD's, Game Boys, laser pointers, or other devices or toys	Confiscate device and return to parent between 3:30 p.m. & 4:15 p.m. on Friday of the following week	Confiscate device & 1 ISS; device returned to parent during the last week of the semester	Confiscate device & 3 ISS; device returned to parent on the last day of school	28. Possession and/or playing radios, tape players, CD's, Game Boys, laser pointers, or other devices or toys	Confiscate device and return to parent between 3:30 p.m. & 4:15 p.m. on Friday of the following week	Confiscate device & 1 ISS; device returned to parent between 3:30 p.m. & 4:15 p.m. on Friday of the following week	Confiscate device & 3 ISS; device returned to parent on the last day of school	28. Possession and/or playing radios, tape players, CD's, Game Boys, laser pointers, or other devices or toys	Confiscate device and return to parent between 3:30 p.m. & 4:15 p.m. on Friday of the following week	Confiscate device & 1 ISS; device returned to parent during the last week of the semester	Confiscate device & 3 ISS; device returned to parent on the last day of school
29. Failure to relinquish telecommunications device	5 OSS/LAW	8 OSS/LAW	RE/LAW	29. Failure to relinquish telecommunications device	5 OSS/LAW	8 OSS/LAW	RE/LAW	29. Failure to relinquish telecommunications device	5 OSS/LAW	8 OSS/LAW	RE/LAW

\* Grades K-3 through 2 – Consequences may be less.

ELEMENTARY SCHOOLS				MIDDLE SCHOOLS				HIGH SCHOOLS			
BREACH OF CONDUCT	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE	3 <sup>rd</sup> OFFENSE	BREACH OF CONDUCT	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE	3 <sup>rd</sup> OFFENSE	BREACH OF CONDUCT	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE	3 <sup>rd</sup> OFFENSE
30. Continuous disruption of the learning process	2 OSS	3 OSS	5 OSS	30. Continuous disruption of the learning process	3 OSS	5 OSS	8 OSS	30. Continuous disruption of the learning process	3 OSS	5 OSS	8 OSS
31. Possession of toy guns and toy knives	PC Retrieve and do not return.	1 ISS Retrieve and do not return.	3 OSS Retrieve and do not return.	31. Gambling or playing cards	1 ISS	1 OSS	3 OSS	31. Gambling or playing cards	1 ISS	3 OSS	5 OSS
32. Starting fires on school grounds or in school buildings	RE/LAW, & counseling program approved by the administration			32. Starting fires on school grounds or in school buildings	RE/LAW, & counseling program approved by the administration			32. Starting fires on school grounds or in school buildings	RE/LAW, & counseling program approved by the administration		
33. Proven theft of property	PC and restitution	2 OSS	RE	33. Proven theft of property	3 OSS & restitution	RE		33. Proven theft of property	5 OSS & restitution	RE	
34. Bomb threat	RE/LAW			34. Bomb threat	RE/LAW			34. Bomb threat	RE/LAW		
35. Intentionally setting off fire alarms falsely	8 OSS/LAW	RE		35. Intentionally setting off fire alarms falsely	8 OSS/LAW	RE		35. Intentionally setting off fire alarms falsely	RE		
36. Dress Code Violation -- inappropriate attire as described in Board policy and school rules	PC	PC/D/ISS	1 OSS	36. Dress Code Violation -- Inappropriate attire as described in Board policy & school rules	1 ISS	2 ISS	3 OSS	36. Dress Code Violation -- Inappropriate attire as described in Board policy and school rules	1 ISS/D	3 OSS	5 OSS
37. Tampering with, removing, or discharging fire extinguishers without probable cause	6 OSS/LAW	RE		37. Tampering with, removing, or discharging fire extinguishers without probable cause	8 OSS/LAW	RE		37. Tampering with, removing, or discharging fire extinguishers without probable cause	8 OSS/LAW	RE	
38. Illegal use of the Internet or programs on computers	PC and reduction of computer privileges	1 ISS and loss of computer privileges	2 OSS	38. Illegal use of the Internet or programs on school computers	2 OSS	5 OSS and Loss of Privilege	RE	38. Illegal use of the Internet or programs on school computers	3 OSS	5 OSS and Loss of Privilege	RE

\* Grades K-3 through 2 – Consequences may be less.

ELEMENTARY SCHOOLS				MIDDLE SCHOOLS				HIGH SCHOOLS			
BREACH OF CONDUCT	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE	3 <sup>rd</sup> OFFENSE	BREACH OF CONDUCT	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE	3 <sup>rd</sup> OFFENSE	BREACH OF CONDUCT	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE	3 <sup>rd</sup> OFFENSE
39. Possession or distribution of obscene literature, pictures, or devices,	PC	D/ISS	3 OSS	39. Possession or distribution of obscene literature, pictures, or devices	2 ISS	2OSS	3 OSS	39. Possession or distribution of obscene literature, pictures, or devices	2 OSS	3 OSS	5 OSS
40. Cheating	Zero and PC	Zero and ISS	Zero and 2 ISS	40. Cheating	Zero and PC	Zero and 1 ISS	Zero and 2 ISS	40. Cheating	Zero and PC	Zero and 1 ISS	Zero and 3 ISS
41. Public display of affection	Warning/PC	1 ISS	1 OSS	41. Public display of affection	Warning/P C	1 ISS	1 OSS	41. Public display of affection	Warning/PC	2 ISS	3 OSS
42. Causing another student to be indecently exposed *	3 OSS	RE		42. Causing another student to be indecently exposed	RE/LAW			42. Causing another student to be indecently exposed	RE/LAW		
43. Any criminal act	RE & LAW			43. Any criminal act	RE/LAW			43. Any criminal act	RE/LAW		
44. Failure to report to teacher/ assigned detention	2 ISS	3 ISS	3 OSS	44. Failure to report to teacher/assigned detention	2 ISS	3 ISS	3 OSS	44. Failure to report to teacher/ assigned detention	2 ISS	3 ISS	3 OSS
45. Leaving school grounds without permission or not following proper checkout procedures	PC or 1 ISS	2 ISS	3 ISS	45. Leaving school grounds without permission or not following proper checkout procedures	2 ISS	1 OSS	2 OSS	45. Leaving school grounds without permission or not following proper checkout and check in procedures	1 OSS	3 OSS	5 OSS
46. Being in a restroom designated for the opposite gender *	3 OSS	5 OSS	RE	46. Being in a restroom designated for the opposite gender	5 OSS	RE		46. Being in a restroom designated for the opposite gender	5 OSS	RE	
47. Engaging in sexual activity on school property or at a school- sponsored activity *	5 OSS or RE/LAW	RE/LAW		47. Engaging in sexual activity on school property or at a school- sponsored activity	RE/LAW			47. Engaging in sexual activity on school property or at a school- sponsored activity	RE/LAW		

\* Grades K-3 through 2 – Consequences may be less.

ELEMENTARY SCHOOLS				MIDDLE SCHOOLS				HIGH SCHOOLS			
BREACH OF CONDUCT	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE	3 <sup>rd</sup> OFFENSE	BREACH OF CONDUCT	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE	3 <sup>rd</sup> OFFENSE	BREACH OF CONDUCT	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE	3 <sup>rd</sup> OFFENSE
48. Unauthorized presence on school grounds, or riding authorized school transportation illegally *	2 OSS	4 OSS	6 OSS	48. Unauthorized presence on school grounds, or riding authorized school transportation illegally	3 OSS	5 OSS	8 OSS	48. Unauthorized presence on school grounds, or riding authorized school transportation illegally	3 OSS	5 OSS	8 OSS
49. Being in unauthorized areas of building/campus without permission	PC or 1 ISS	2 ISS	3 ISS	49. Being in unauthorized areas of building/campus without permission	1 ISS	1 OSS	3 OSS	49. Being in unauthorized areas of building/campus without permission	2 ISS	3 OSS	5 OSS
50. Failure to cooperate with school officials and giving false information when asked	PC or 1 ISS	2 ISS	3 ISS	50. Failure to cooperate with school officials and giving false information when asked	2 OSS	3 OSS	5 OSS	50. Failure to cooperate with school officials and/or give correct identification when asked	2 OSS	3 OSS	5 OSS
51. Forgery	1 ISS	2 OSS	3 OSS	51. Forgery	2 ISS	3 OSS	5 OSS	51. Forgery	2 ISS	3 OSS	5 OSS
52. Unauthorized entrance in school building with or without theft of school property or damage of school property	5 OSS or RE/LAW	RE/LAW		52. Unauthorized entrance in school building with or without theft of school property or damage of school property	RE/LAW			52. Unauthorized entrance in school building with or without theft of school property or damage of school property	RE/LAW		
				53. Cutting class without leaving school grounds	1 ISS	3 ISS	3 OSS	53. Cutting class without leaving school grounds	2 ISS	3 OSS	5 OSS
								54. Parking Violation	Loss of driving privileges for 2 weeks	Loss of driving privileges for the remainder of the semester	Loss of driving privileges for the remainder of the school year

\* Grades K-3 through 2 – Consequences may be less.

ELEMENTARY SCHOOLS				MIDDLE SCHOOLS				HIGH SCHOOLS			
BREACH OF CONDUCT	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE	3 <sup>rd</sup> OFFENSE	BREACH OF CONDUCT	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE	3 <sup>rd</sup> OFFENSE	BREACH OF CONDUCT	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE	3 <sup>rd</sup> OFFENSE
								55. Reckless driving on campus	Loss of driving privileges for the remainder of the semester	Loss of driving privileges for one calendar year	RE
								56. Transporting of students off campus without proper checkout procedures/ permission	1 OSS	3 OSS	5 OSS and loss of driving privileges for the remainder of the school year

\* Grades K-3 through 2 – Consequences may be less.

## **DETENTION**

1. Detention will be held as designated by the school administration. If the student is dismissed from school, he/she must make up the detention on the next detention day.
2. A designated supervisor will keep roll and refer absences to an administrator.
3. When more punishment is necessary, additional days of detention or suspension will be assigned.

## **IN-SCHOOL SUSPENSION**

When necessary, in-school suspension will be assigned by the school administration for student misconduct.

## **PARENT CONFERENCE**

The school administration will arrange for a parent conference when deemed necessary.

## **PROCEDURAL SUMMARY**

### **OUT-OF- SCHOOL SUSPENSIONS**

1. The student must be given oral and/or written notice of charges against him/her.
2. In addition to the student receiving notice of charges, written notice (copy) **must** be mailed to the parent/guardian, preceded by a phone call when possible.
3. The parent/guardian will be notified by the school official of the right to appeal and will be reminded of the appeal process.
4. The parent/guardian may appeal the suspension to the Assistant Superintendent for Administration following a conference at school, then to the Superintendent of Schools, if desired. Under Board policy, appeals to the Board of Trustees are not provided for suspensions.

### **EXPULSIONS**

1. The parent/guardian will be notified in writing of the recommended expulsion and a hearing date arranged to meet with the parent/guardian to discuss the incident. The initial contact person will be the principal.
2. Following the hearing with the principal, if the parent/guardian desires, he/she may appeal to the Assistant Superintendent for Administration, then to the Superintendent.
3. Any decision of the Disciplinary Hearing Panel to expel a student may be appealed to the Board of Trustees.
4. At any hearing, the student and his/her parents/guardian shall have the right to legal counsel without expense to the district.
5. Unless otherwise ordered by the principal or superintendent, the student shall be suspended from school during the time of expulsion procedures.

## **STUDENT CONDUCT AWAY FROM SCHOOL GROUNDS OR SCHOOL ACTIVITIES**

The Board expects administrators to take appropriate action when information becomes available about student misconduct away from school grounds or school activities that may have a direct and detrimental effect on, or seriously threaten, the discipline, educational environment, safety, or general welfare of students, faculty, staff, and/or administrators of the District. When assessing the impact of out-of-school behavior on a District school, the administrator should take into consideration the seriousness of the alleged out-of-school offense and the protection of students, faculty, staff, and administrators from the effects of violence, drugs, and/or disruptions.

Administrators are directed to evaluate each situation on a case-by-case basis. At a minimum, administrators or their designees should meet with the student upon his/her arrival at school, give the student notice of the concerns based on the reported out-of-school behavior, and allow the student an opportunity to present his/her side of the story. Based upon all of the circumstances, including a finding that the alleged conduct will have a direct and immediate effect on the school, or threatens the discipline, educational environment, safety or general welfare of students, faculty, staff, and/or administrators of the school, the Administration may either permit the student to attend classes as usual or may take appropriate disciplinary action including, but not limited to, in-school suspension or out-of-school suspension in order to conduct an investigation into the matter. The parents of students shall be notified of any action taken by the Administration and offered the opportunity for a conference with the Administration.

In the event the student is incarcerated based on his/her out-of-school conduct, the principal or his/her designee shall notify the student that he/she is to meet with the Administration prior to returning to school.

At the conclusion of the inquiries to obtain more information on the matter, the administrator or his/her designee should take appropriate action, which action may include, but is not limited to, one or more of the following:

1. returning the student to his/her normal class schedule and removing all evidence of suspension;
2. placing the student on probation and allowing the student to resume his/her normal class schedule;
3. placing the student on probation, allowing the student to continue classwork, but restricting the student's participation in extracurricular activities and/or designated school activities, for example, clubs, study halls, pep rallies, student government activities, and so forth;
4. suspending the student;
5. recommending expulsion of the student from regular school and placement in the District's alternative school; or
6. recommending expulsion of the student for either the remainder of the semester or year.

The disciplinary action taken must be supported by the evidence and take into full consideration the impact of the student's presence at school on the discipline, educational environment, and safety or general welfare of other students, faculty, staff, and/or administrators of the school.

Note regarding special education students: Administrators must ensure that all procedural safeguards afforded to special education students are also implemented in such circumstances.

# **RULES AND REGULATIONS FOR STUDENTS RIDING SCHOOL BUSES**

## **SUGGESTIONS FOR SAFETY**

### **Students are:**

1. to stay off the roadway while waiting for the bus.
2. to act in an orderly manner while waiting for the bus.

## **RULES AND REGULATIONS**

### **Students are:**

1. to get on and off the bus at their designated stop only.
2. to wait until the bus comes to a complete stop before attempting to get on or off.
3. to wait until all traffic is stopped before crossing the road.
4. to cross the road in front of the bus and never behind it.
5. to enter and leave the bus at the front door only.
6. to sit down promptly after getting on the bus.
7. not to hold a seat for anyone.
8. to obey the rules and regulations and reasonable requests of the driver at all times.
9. not to move out of seat while the bus is in motion.
10. not to make any unnecessary noise at any time such as yelling, screaming, playing instruments, etc.
11. not to throw paper, pencils, etc. while on the bus. (Put in trash box.)
12. not to take drink bottles, cans, food, etc. on the bus.
13. not to abuse the bus by cutting or marking on the seats and walls. Payment for damages will be required.
14. not to use profanity and ugly gestures such as birdies while on the bus.
15. not to fight, scuffle, or hit another student while on the bus.
16. not to extend head, arms, legs, feet, etc. out of the bus windows.
17. not to smoke or possess any tobacco or tobacco products or paraphernalia on the bus.
18. not to tamper with the emergency door or any other part of the bus or equipment.
19. not to switch buses. Ride your assigned bus.
20. not to have in their possession and/or play radios, tape or CD players on school buses.
21. not to possess, consume, or be under the influence of illegal drugs or alcohol.
22. not to possess any kind of firearm, other weapon, and/or any instrument used as a weapon.
23. not to possess any kind of telecommunications device.
24. not to have balloons on school buses.
25. not to have roller book bags on buses unless a written medical statement is provided to the bus driver.

Any item not covered above will be handled by the principal on a case by case basis.

## **DISCIPLINARY ACTIONS FOR REPORTED CASES OF MISCONDUCT ON SCHOOL BUSES**

1. **FIRST REPORT** – Student is called to the office and told of his/her misconduct. He/she is told what is expected of him/her, and a letter is given to him/her to carry home to his/her parents. The letter is to be signed by the parent and sent back to school.
2. **SECOND REPORT** – Student is called to the office and told that this is his/her second offense. He/she is automatically denied the privilege of riding the bus for one week. This punishment will begin after the student has had the opportunity to inform parents. Not more than one day should be necessary for this.

3. **THIRD REPORT** – Student is automatically denied the privilege of riding the bus for a period of two weeks. It will be necessary for the parent to have a conference with school officials before the student is permitted to ride the bus again.
4. **FOURTH REPORT** – Student is automatically denied the privilege of riding the bus for a minimum of three weeks, up to and including termination of riding privileges.

**NOTE: IF THE CONDUCT IS OF A SERIOUS NATURE, IT MAY BE NECESSARY TO SUSPEND THE STUDENT FROM THE BUS ON THE FIRST OFFENSE.**

**SEVERE BUS INFRACTIONS MAY RESULT IN OUT-OF-SCHOOL SUSPENSION.**

### **NOTICE TO STUDENTS AND PARENTS REGARDING THE USE OF VIDEO RECORDERS ON SCHOOL BUSES**

The district has installed video recording equipment on all school buses to monitor school transportation and will be videotaping on bus routes at random during the school year. Each bus has been equipped with a video monitor box in which a video recording device may be installed. Students will not be notified when a recording device has been installed on their bus.

Tapes may be reviewed on a routine basis by the principal and/or Transportation Director, and evidence of student misconduct will be documented. Students found to be in violation of the district's bus conduct rules will be notified and disciplinary action will be initiated under the Board-adopted Code of Conduct and Discipline.

Videotapes will be treated as protected student records under the Family Educational Rights and Privacy Act. The following guidelines will apply:

1. Tapes will remain in the custody of the district transportation supervisor.
2. Only students and their parent(s)/guardian will be allowed to view a bus videotape in response to disciplinary action taken against students.
3. Persons unrelated to a disciplinary incident will not be permitted to view bus videotapes.

### **NON-STUDENTS ON GROUNDS**

The principal is empowered to take appropriate action against non-students who trespass on school grounds. Such action will include the right to call in Law Enforcement and swear out warrants. The authority for such action is Section 16-17-420 of the South Carolina Code of Laws as follows:

### **DISTURBING SCHOOL**

It shall be unlawful:

1. For any person willfully or unnecessarily
  - a. To interfere with or to disturb in any way or in any place the students or teachers of any school or college in this state; or

- b. To loiter about such school or college premises; or
- c. To act in an obnoxious manner thereon; or

2. For any person

- a. To enter upon such school or college premises; or
- b. To loiter around the premises, except on business, without permission of the principal or person in charge.

Any person violating any of the provisions of this section shall be guilty of a misdemeanor and, on conviction thereof, shall pay a fine of not less than one hundred dollars nor more than one thousand dollars or be imprisoned in the county jail for not less than thirty days nor more than ninety days.

**ACT 373 of 1994**

Pursuant to State law, persons entering school property are deemed to have consented to search of their person and property.

# Policy

## USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

Code **IJNDB** Issued **01-21-02**

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Purpose: To establish the board's vision and the basic structure for the use of technology resources in instruction.

Technology is a vital part of education and the curriculum of Greenwood School District 50. In an effort to promote learning and expand educational resources for students, the district has made arrangements to provide Internet access to students and staff. The district's goal in providing this service is to promote educational excellence by facilitating resource sharing, communication and innovation. Access to the Internet, an "electronic highway" connecting millions of computer users all over the world, will allow students and staff the opportunity to communicate with others on a global level and access educational materials worldwide.

Access to the Internet is a privilege, not a right. With this privilege, there is also a responsibility to use the Internet solely for educational purposes and not to access materials, which are deemed inappropriate. To that end, the district administration is directed to develop appropriate guidelines governing the use of district computers to access the Internet.

As part of the implementation of the administration's guidelines, students and staff must be instructed on the appropriate use of the Internet. In addition, parents must sign a permission form to allow students to access the Internet. Students who have parent permission must sign a form acknowledging that they have read and understand the Internet Acceptable Use Policy and administrative regulations, that they will comply with the policy and regulations and that they understand the consequences of violating the policy or regulations. District staff must sign a similar acknowledgment form before they will be allowed to access the Internet. Inappropriate access by any person using school or district technology will not be tolerated.

Student Internet activities will be monitored by the district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access.

The district will provide reasonable notice of and at least one public hearing or meeting to address and communicate its Internet safety measures.

Adopted 7/18/96; Revised 01-21-02

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### *Legal references:*

#### *A. Federal law:*

1. 47 USC Section 254 - Children's Internet Protection Act.

## **Administrative Rule**

### **USE OF TECHNOLOGY RESOURCES IN INSTRUCTION**

*Code IJNDB-R Issued 01-21-02*

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#### **Internet Access**

Because technology is a vital part of the educational process and the curriculum of Greenwood School District 50, students and staff will be provided access to the Internet. By providing this access, the District intends to promote educational excellence and allow access to resources unavailable through traditional means. Through the Internet, students and staff will have access to a wide range of resources suitable for educational purposes.

With access to computers and people all over the world also comes the availability of material that may not have educational value. Greenwood School District 50 has taken precautions to restrict access to controversial or inappropriate materials. However, on a global network, it is impossible to control all materials and limit all access to information, which has no educational value. It is also impossible to define "controversial" and "inappropriate" in ways that have unambiguous meanings for all members of our community. Greenwood School District 50 firmly believes that the valuable information and the interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of Greenwood School District 50.

In compliance with the Child Internet Protection Act (CIPA), Greenwood School District 50 uses appropriate filtering/blocking software to restrict adult and student access to child pornography and other materials that may be harmful to minors. The District will implement strategies for monitoring student access to the Internet, including adult supervision for all Internet access by students.

The Internet Acceptable Use Policy and its accompanying regulations are part of the Students' Rights and Responsibilities Handbook, which is distributed to all students and families at the start of each school year. Parents and students state, by signing a form accompanying the Handbook, that they have read, understand, and will comply with the information in the Handbook, including the Internet Acceptable Use Policy and regulations.

By signing the form in the Students' Rights and Responsibilities Handbook, the parent also gives permission for the student to use the Internet resources provided by the school and district for instructional activities. Parents who do not wish their child(ren) to have direct Internet access can request, in a separate signed statement, that their child(ren) be provided all appropriate materials in printed format rather than through Internet access. This request applies only to direct access by the students; those students will be permitted to view active Internet resources in activities where the teacher physically operates the computer for Internet access.

By signing employment contracts or letters of employment, Greenwood School District 50 staff agree to abide by all Internet Appropriate Use Policies and regulations.

The smooth operation of the Internet network relies on the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that users are aware of their responsibilities when accessing the Internet. Any violations of these guidelines will subject the user to appropriate disciplinary action and possible denial of access to the Internet through school and district computers.

Prior to accessing the Internet, students and staff must receive instruction on the appropriate use of the Internet.

## Terms and Conditions of Use

### Acceptable Use

The purpose of Greenwood School District 50's decision to provide Internet access is to allow an expanded opportunity for research and education by providing access to unique resources and the opportunity for collaborative work. All use of the Internet must be in support of education and research and must be consistent with the educational objectives of Greenwood School District 50. Use of other organizations' network or computing resources must comply with the rules appropriate for that network. **Transmission of any material in violation of any federal or state laws or regulations is prohibited.** This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.

### Procedures for Use

Administrators and teachers may access the Internet for educational or work-related purposes at any time, which is not disruptive and does not interfere with the performance of other responsibilities by the employee or other staff members.

Students will be allowed to access the Internet only through their teachers. No students may access the Internet without permission. Students are not to have Internet access in any class, lab, or other area unless there is a staff member present and in the room. Student Internet use must be supervised at all times by a staff member.

### Rules Governing Use

The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of Internet privileges and possible disciplinary action. All staff and students must abide by the generally accepted rules of network etiquette and are directed to:

- Be polite and do not be abusive in messages to others. Always use appropriate language. Profanity, vulgarities, or other inappropriate language is prohibited. Illegal activities are strictly forbidden.
- Never reveal the personal address or phone number of yourself or others.
- Note that electronic mail is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal or inappropriate activities will be reported to the appropriate authorities.
- Do not disrupt, harass, or annoy other users.
- All communications and information accessible via the network should be assumed to be private property. Always cite all quotes, references, and sources.
- Never access inappropriate or restricted information, such as pornography or other obscene materials, or other information not directly related to the educational purposes for which access is being provided. Restricted information includes the following:
  - obscene, libelous, indecent, vulgar, profane, or lewd materials
  - advertisements for products or services not permitted to minors by law
  - insulting, fighting, and harassing words
  - other materials which may cause a substantial disruption of the academic environment

- Vandalism also is prohibited and will result in cancellation of privileges. Vandalism includes any malicious attempt to harm or destroy data of another user, and includes, but is not limited to, the uploading, downloading, or creation of computer viruses. It also includes damage to, abuse of, or misuse of the equipment provided for access.
- All users should remain on the system only as long as necessary to complete their work, so that other individuals will have equal opportunities to access the Internet.
- All users should use the Internet only for research and academic reasons; nonacademic uses are prohibited. Do not use the system for financial or commercial gain.
- Interactive game playing is strictly prohibited unless supervised by an adult as part of an educational activity.
- Students and staff are not to download programs or files from the Internet for the purpose of installation or upgrading any application on the local computer or the network. Students may not download any file, including music and video files, from the Internet without direct adult supervision during the download process.
- Students will always follow the instructions of the supervising staff members.

### **Penalties for Improper Use**

An employee who violates the terms of this administrative rule or otherwise misuses the Internet to access inappropriate material will be subject to disciplinary action, up to and including discharge. In addition, the privilege of accessing the Internet also will be subject to cancellation for up to one year.

Students who violate the terms of this administrative rule or who otherwise misuse their access to the Internet also will be subject to disciplinary action in accordance with the District's Student Rights and Responsibility Behavior Code. Internet access privileges also may be canceled for up to one year.

Violations of the laws of the United States or the State of South Carolina also may subject the user to criminal prosecution. If a user incurs unauthorized costs, the user, as well as the user's parents, if the user is a student, will be responsible for all such costs.

Students must understand that abuse of Internet resources can result in denial of access. In addition, machine failure resulting from abuse or inappropriate access can cause other students to lose access for significant periods of time. Students must understand that their actions can create problems for other students as well as for themselves.

In all cases of intentional inappropriate use of Internet access or resources, the child's parent or legal guardian will be required to come to school for a discussion with the principal, the teacher, and the child. Solely the classroom teacher or the school administrator will determine intentionality. The parent or guardian will be asked to ensure that the child will not further abuse his or her privileges. If the child does not comply with the plan developed in the conference, privileges will be revoked and the child will be given appropriate materials in printed format rather than through active Internet access. Students' Internet privileges may be revoked at the sole discretion of the school administrator.

Adopted: 01-21-02

Cross Reference: IJNDB, GADA, ISBG-R, and JC-E Student's Responsibilities and Rights (Elementary, Middle, and Secondary)

# **STUDENTS' RIGHTS AND RESPONSIBILITIES POLICY**

## **2010-2011**

## Greenwood School District 50 Greenwood, South Carolina

*PARENTS ARE REQUIRED TO SIGN THE STATEMENT BELOW VERIFYING THAT THEY HAVE READ AND DISCUSSED THE FOLLOWING STUDENTS' RIGHTS AND RESPONSIBILITIES POLICY WITH THEIR CHILD.*

THIS IS TO VERIFY THAT I HAVE READ AND DISCUSSED THE 2010-2011 STUDENTS' RIGHTS AND RESPONSIBILITIES OF GREENWOOD COUNTY SCHOOL DISTRICT 50 WITH THE FOLLOWING STUDENT FOR WHOM I AM RESPONSIBLE:

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**NAME OF STUDENT**

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## HOMEROOM TEACHER

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**SIGNATURE OF PARENT OR GUARDIAN**

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**TELEPHONE NUMBER**

---

## ADDRESS

---

CITY STATE ZIP CODE

---

DATE

**(Please sign and return this sheet.)**

## **INTERNET ACCEPTABLE USE STUDENT/PARENT CERTIFICATION FORM**

As the parent/guardian of this student, I have read and understand Greenwood School district 50's Internet Appropriate Use policy and administrative rule (IJNDB, IJNDB-R). I understand that this access is designed solely for educational purposes. I further understand that if my child violates these conditions and rules, his/her access privilege may be revoked for up to one year and disciplinary actions may be taken in accordance with the district's Student Rights and Responsibilities Policy JI.

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Date

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Parent/guardian

I have read and understand the school district's Internet Acceptable Use policy and administrative rule (IJNDB, IJNDB-R). I understand and will abide by the conditions and rules set forth therein. I further understand that violations of these conditions and rules are unethical and also may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked for up to one year, disciplinary action may be taken in accordance with the district's Student Rights and Responsibilities Policy JI, and appropriate legal actions also may be instituted.

---

Date

---

Student

**(Please sign and return this sheet.)**